

IFORIS Online Enquiries User Manual



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Table of Contents

Page

- Introduction.....3
- Getting Started.....3
- Single Sign-On.....4
- Error Page.....5
- Agent Home Page.....5
- Banner.....6
- Forms Screen.....6
- Contact Us Screen.....7
- Help Screen.....7
- Client List.....8
- Contract List.....9
- Pre-approval Details (Afforestation).....10
- First Instalment Details (Afforestation).....12
- Screens for FEPs, NWS & Roads.....13
- Appendix A - Details on Approval Statuses.....14
- Appendix B - Security Policy for Usernames and Passwords.....15

Introduction

The IFORIS (Integrated Forest Information System) computer system was developed for the Forest Service to support the in house processing of Forestry pre-approval, grant and premium applications. The system provides end-to-end functionality for the processing of pre-approval, grant and premium applications and integrates with the Department's existing iMAP/SPS spatial database to reuse geo-spatial information. The Forestry Industry Mapping System was developed for the Forestry Companies to give them electronic access to the Ordnance Survey Maps online and to a number of datasets that assist them in determining if land is suitable or restricted for planting forestry. The FIMS System has been available online to the Forestry Companies since March 2006.

The IFORIS system has now been further developed to provide online access for Approved Foresters and Forestry Companies. The additional development will provide online access for Approved Foresters and Forestry Companies who register for online services to view the status of Forestry contract information held by the Dept Of Agriculture, Fisheries & Food. Release 1 of the system will allow foresters & companies read only access for certain contracts at Pre Approval and First Grant Stages for Afforestation, FEPS, Roads & Native Woodland (Establishment). The range of contacts available will include all contracts where the Approved Forester has submitted a Pre-approval application to the Forest Service since the 1st of January 2008 and where the Approved Forester has received authorisation from the Forest Owner to view the contract online. 1st grants information will only be available where a first grant application has been submitted for a pre-approval application received after 1st January.

The plans for Release 2 include integrating FIMS with the iNET system and adding functionality to allow Approved Foresters with access to the system to submit pre-approval applications online.

Getting Started

Approved Foresters

Approved Foresters that require access to FIMS or iNET will have to apply for Single Sign On username and password. Application must be made by completing Form FSFReg1 which is available on the Departments website

(<http://www.agriculture.gov.ie/index.jsp?file=forestry/pages/forms1.xml>)

or by contacting the Forest Service Help Desk on 053 9163400. The completed FSFReg1 application form should be returned to the Forest Service Help Desk and application will be registered for online services and the applicant will be issued with an AGR username and password.

Forestry Company Administration Staff

Forestry Company administration staff that requires access to iNET will need to apply for Single Sign On username and password. Application must be made by completing Form FSReg2 which is available on the Departments website at

(<http://www.agriculture.gov.ie/index.jsp?file=forestry/pages/forms1.xml>)

or by contacting the Forest Service Help Desk on 053 9163400. The completed FSFReg1 application form should be returned to the Forest Service Help Desk and application will be registered for online services and the applicant issued with an AGR username and password.

Authorisation from Forest Owner to access contract details online

Forest Owners (FO's) will nominate an Approved Forester using FSAuth1 or FSAuth2 depending on whether the FO is an individual or company. This form gives authorisation from the Forest Owner to allow the Approved Forester to act on their behalf. The forms are available on the Department's website.

<http://www.agriculture.gov.ie/index.jsp?file=forestry/pages/forms1.xml>

These forms also give authorisation to Forestry Company's Administration (non-Forester) Staff to view the details of all contracts for the Forest Owners held with the company.

Should a Forest Owner or Approved Forester wish to terminate the authorisation granted they will need to complete form FSAuth3 and return it to the Department.

This manual describes the IFORIS enquiry functionality that will be made available to Foresters once they have received access to the Department's systems through SSO and when the FO's and Foresters have been linked using CCS.

Single Sign-on

The login page can be accessed using the following URL

<https://www.agriculture.gov.ie/ssoauthagfood/agent.jsp>.

This URL can be saved for future use by selecting Favourites and Add to Favourites on the tool bar at the top of the screen.

In order to enter into the INET application the user must enter their username (**AGR number**) and **Password** on the Single Sign-On Page (Figure 1) and select **Login**

Figure 1. Single Sign-on

THE DEPARTMENT OF AGRICULTURE, FISHERIES & FOOD
AN ROINN TALMHAÍOCHTA, IASCAIGH AGUS BIA

Single Sign-On Authentication

First Time User | Forgotten Username | Reset Password

Login

* Username
Your Username is on the letter you received titled "AgFood Services - Username". It is case-sensitive and will be in the format aga....

* Password
Your Password will have been emailed to you during First Time Setup or subsequently changed by you

Welcome to Single Sign-On
Please enter your username and password to begin the authentication process.

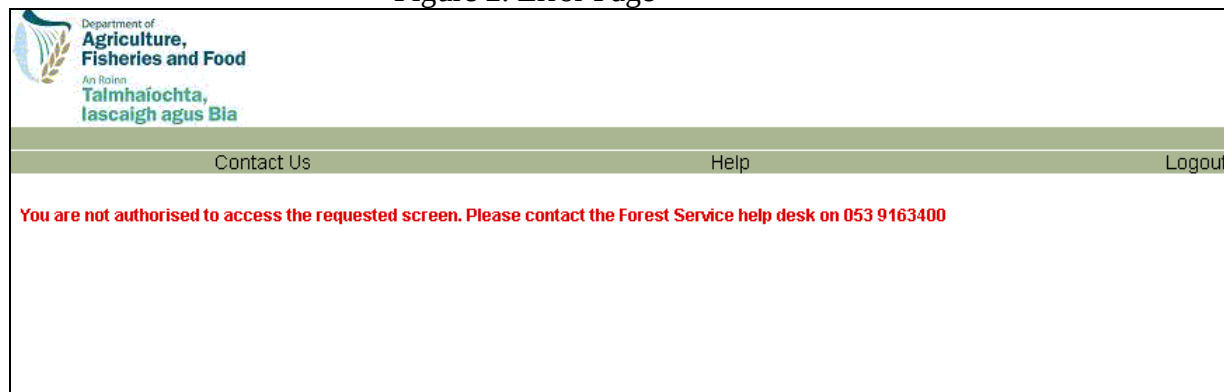
If you are a first time user you should select the *First Time User* link in the top-left corner.

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SSOAUTH v8.0.08

Error Page

If the user is not authorised to sign on or there is a problem with their AGR number they will be presented with the following error message. Users should contact the Forestry Help Desk on 053 9163400 who will provide assistance in resolving the problem.

Figure 2. Error Page

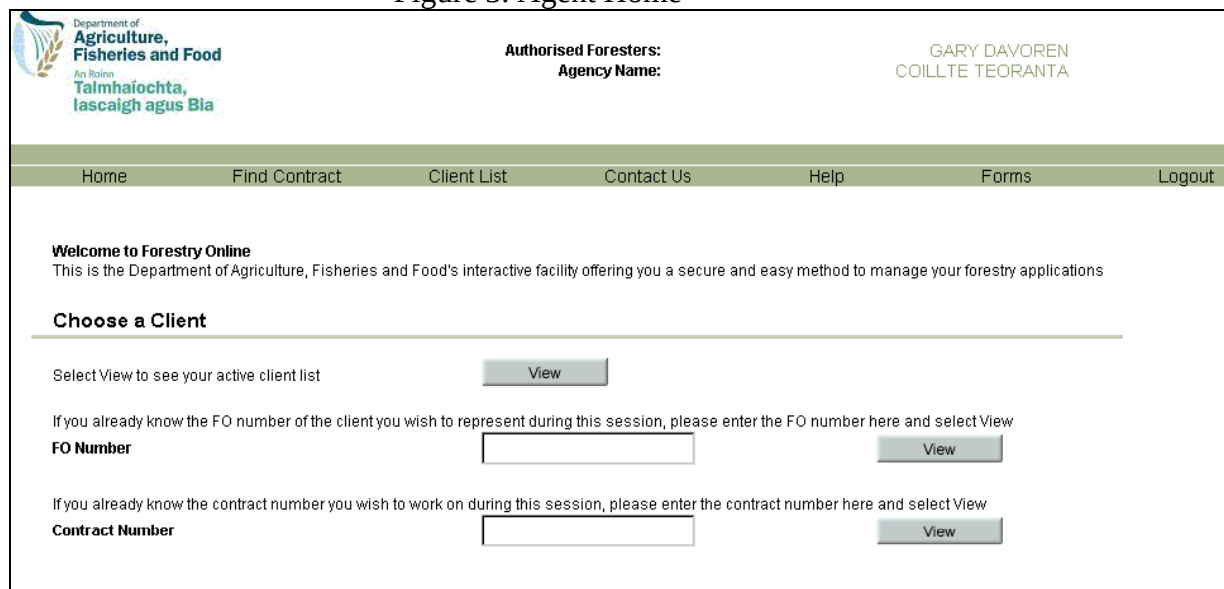


The screenshot shows the top of the web page with the Department of Agriculture, Fisheries and Food logo and the text 'An Roinn Talmhaíochta, Iascaigh agus Bia'. Below this is a navigation bar with links: 'Contact Us', 'Help', and 'Logout'. The main content area displays a red error message: 'You are not authorised to access the requested screen. Please contact the Forest Service help desk on 053 9163400'.

On entry to iNet, the user will be presented with the Agent Home screen (Figure 3)

Agent Home Page

Figure 3. Agent Home



The screenshot shows the Agent Home page. At the top, it displays the Department of Agriculture, Fisheries and Food logo and the text 'An Roinn Talmhaíochta, Iascaigh agus Bia'. To the right, it shows the user's name 'GARY DAVOREN' and the company name 'COILLTE TEORANTA'. Below this is a navigation bar with links: 'Home', 'Find Contract', 'Client List', 'Contact Us', 'Help', 'Forms', and 'Logout'. The main content area has a welcome message: 'Welcome to Forestry Online' and 'This is the Department of Agriculture, Fisheries and Food's interactive facility offering you a secure and easy method to manage your forestry applications'. Below this is a section titled 'Choose a Client' with a 'View' button. There are two input fields for 'FO Number' and 'Contract Number', each with a 'View' button next to it.

The Users name and associated company will appear on the top right hand corner of the page.

Options available will be

- Click on **View** to see all FO numbers that the forester is an Approved Forester for.
- Key in the Applicants **FO Number** to show all contract numbers for the applicant that the forester is the Approved Forester for.
- Key in the applicants **Contract Number** to bring you to the current stage of the contract.

Banner

On top of each iForis INET screen there will be a **Banner** with the following options

- Home
- Find Contract
- Client List
- Forms - All relevant forms for iNET, FSAAuth1, FSAAuth2, FSAAuth3 etc.
- Contact Us – details of contact personnel within the Forest Service of Department of Agriculture
- Help - Help with navigations through screen and details of fields
- Log out

When the user selects **Home** from any screen they will be returned to the Agent Home screen (Figure 3)

When the user selects **Find Contract** from any screen they will be returned to the Agent Home screen (Figure 3)

When the user selects **Logout** from any screen they will be returned to Single Sign-on screen (Figure 1).

Forms Screen

When the user selects **Forms** from any screen the following Forms screen will be displayed (Figure 4)

This section will allow the user to print off forms and letters

Figure 4. Forms Screen

Department of Agriculture, Fisheries and Food
An Roinn Talmhaíochta, Iascaigh agus Bia

Home | About Us | Publications | Schemes | Subscribe | Forms | Tenders | Research | Press | Gaeilge | Contact | Site Map

Search this site Printable Version Font Size small | medium | large

SOLVIT

Form FSReg1 - Registration Form for use by the Forestry Company and their Registered Forester(s) to register on the Department CCS and to apply for an SSO login account. [PDF](#)

Form FSReg2 - Registration Form for use by the Forestry Company and their Administration Staff to apply for a view only SSO login account for their Administration Staff. [PDF](#)

Form FSAAuth1 - Authorisation Form to allow the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [Please use this form only where the forest owner is an individual(s). Use FSAAuth2 where the forest owner is a company.] [PDF](#)

Form FSAAuth2 - Authorisation Form to allow the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [Please use this form only where the forest owner is a company. Please use FSAAuth1 where the forest owner is an individual(s)] [PDF](#)

Form FSAAuth3 - Authorisation Form for the termination of the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [PDF](#)

Contact Us Screen

When the user selects **Contact Us** from any screen the following Contact Us screen will be displayed (Figure 5).

This screen will provide the user with a list of contact names and email addresses for the different sections covered by iforis INET

Figure 5. Contact Us screen

Service	Name	Email Address
Change of Applicant	Teresa Hosty	Teresa.Hosty@agriculture.gov.ie
First Instalment	Orla Gilbride	Orla.Gilbride@agriculture.gov.ie
First Premium	Helen Spencer	Helen.Spencer@agriculture.gov.ie
Subsequent Premium	Philip Donovan	Philip.Donovan@agriculture.gov.ie
First Instalment	Helen Spencer	Helen.Spencer@agriculture.gov.ie
CCS/SSO	Vincent Byrne	Vincent.Byrne@agriculture.gov.ie
Cross Compliance	Orla Gilbride	Orla.Gilbride@agriculture.gov.ie
Second Instalment	Philip Donovan	Philip.Donovan@agriculture.gov.ie
Appeals	Michael Mackey	Michael.Mackey@agriculture.gov.ie
First Premium	Orla Gilbride	Orla.Gilbride@agriculture.gov.ie
Pre-Approvals	Anthony Dowd	Anthony.Dowd@agriculture.gov.ie

Help Screen

When the user selects **Help** from any screen the following Help screen will be displayed (Figure 6).

This will help the user navigate through the different screens

Figure 6. Help screen

Form FSReg1 - Registration Form for use by the Forestry Company and their Registered Forester(s) to register on the Department CCS and to apply for an SSO login account. [PDF](#)

Form FSReg2 - Registration Form for use by the Forestry Company and their Administration Staff to apply for a view only SSO login account for their Administration Staff. [PDF](#)

Form FSAuth1 - Authorisation Form to allow the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [Please use this form only where the forest owner is an individual(s). Use FSAuth2 where the forest owner is a company.] [PDF](#)

Form FSAuth2 - Authorisation Form to allow the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [Please use this form only where the forest owner is a company. Please use FSAuth1 where the forest owner is an individual(s)] [PDF](#)

Form FSAuth3 - Authorisation Form for the termination of the Forestry Company and their Registered Forester(s) and Administration Staff to act on behalf of a Forest Owner. [PDF](#)

Client List

When the user selects **Client List** from any screen they will be returned to the Client List screen (Figure 7)

If the forester selects **View** from the **Agent Home** screen (Figure 3) they will be presented with the Client List screen (Figure 7)

Figure 7. Client List

Select	FO Number	Name	Address	Date of Birth
☐	FO122646H	AIDEN WHITE	Wexford	15/05/1929
☐	FO101174V	COILLTE TEORANTA	Mayo	-
☐	FO103781G	JEREMIAH AUSTIN	Cork	31/05/1952

Total No. of Items: 3

Back View

This screen will show all FO numbers that the Approved Forester has received authorisation to view contract details online. The list will not be available for Administration Staff.

The table is automatically filtered by Client Name but by double clicking on any table heading will re-order the table by that column ascending - double click same column again to order descending.

Up to 10 FO numbers will be listed, should there be more, use the page numbers under the table to navigate through them. Further filtering options will include a sort based on first initial of the surname e.g. A-F, G-M, O-Z.

This is also the screen that the user will be navigated to should they select **Client List** from the main banner regardless of what page there on.

Options available here are

- **Back** - will return you to the previous screen - Home page.
- **View** - will show you the associated contract for that FO number where the forester is the Approved Forester.

Contract List

If the user selects an **FO Number** and selects **View** from the Client List (Figure 7), they will be presented with the **Contract List** screen. (Figure 8)

Figure 8. Contract List

Department of Agriculture, Fisheries and Food
An Roinn Talmhaíochta, Iascaigh agus Bia

Authorised Foresters:
Agency Name: GARY DAVOREN
COILLTE TEORANTA

Client Name: COILLTE TEORANTA
Client Number: FO101174V

Home Find Contract Client List Contact Us Help Forms Logout

To view the contract details, select from the table below and click on the View button

Select	Contract Number	Scheme Type	Date Received	Townland	County
☐	CN49002	Afforestation	29/08/2008		
☐	CN48894	Native Woodland Establishment	16/04/2008	BALLYGILGAN	Sligo
☐	CN48171	Native Woodland Establishment	30/11/2007	KEELOGE	Westmeath
☐	CN48105	Forest Road	26/11/2007	LETTERGONNELL	Longford
☐	CN48106	Forest Road	26/11/2007	DRUMFURRER	Monaghan
☐	CN48108	Forest Road	26/11/2007	KILMOYLE	Longford
☐	CN48116	Forest Road	26/11/2007	CARROWLINAN	Longford
☐	CN48114	Forest Road	26/11/2007	CLOONCULLEN	Longford
☐	CN48078	Forest Road	23/11/2007	KNOCKNAHILA MORE (South)	Clare
☐	CN48082	Forest Road	23/11/2007	CARROWNAGOWAN	Clare

Total No. of Items: 659 Page: 1 2 3 4 5 > >>

Back View

This screen will show all contracts for the selected FO Number, where the forester is an Approved Forester for that FO.

If a company administrator is logged in they can see all contracts for the selected FO Number that are linked to their company.

The table is automatically filtered by contract number but by double clicking on any table heading will re-order the table by that column ascending - double click same column again to order descending.

Up to 10 contract numbers will be listed, should there be more, use the page numbers under the table to navigate through them. Other filtering options will also be made available.

This is the screen the user will be navigated to if they enter an applicant **FO Number** on the **Agent Home** page.

Options available here are

- **Back** - will return you to the previous screen - Client list.
- **View** - will navigate you to the current stage for the contract – Pre Approval, First Grant

Pre - Approval Details (Afforestation)

If the user selects a **Contract Number** and selects **View**, they will be presented with one the following screens depending on the contract stage Pre Approval Details (Figure 9) or First Instalment Details (Figure 10)

Figure 9. Pre-Approval Details



Authorised Foresters:
Agency Name: DAMIEN LINEHAN
COILLTE TEORANTA

Client Name: JEREMIAH AUSTIN
Client Number: FO103781G
Contract Number: CN48140

HomeFind ContractClient ListContact UsHelpFormsLogout

Application Details: Pre-Approval

Scheme	Afforestation	Stage	Pre-Approval	Area (Ha)	8.69
Date Received	28/11/2007	Date Advertised	07/12/2007	A Case ☐	B Case ☐
Contract Status	Approval Letter Sent	Date Approved	18/03/2008	Expiration of Approval	31/12/2008

Inspection Details

District Inspector	John Parke
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Inspection Type	Date Referred	Date Inspected	Date Certified	Certifying Inspector	Certification
Pre-Approval	11/12/2007	18/12/2007	18/12/2007	Eugene Curran	Further Information Required
Re-Inspection	04/02/2008	18/12/2007	11/02/2008	Eugene Curran	Approve

Total No. of Items: 2

Referral Details

Prescribed Body	Date of Referral	Response Received	Response Date
JOHN O'SHEA	11/12/2007	Conditional	01/02/2008

One Item Found

Site and Plot Details

Plot No	GPC	Premium Status	Claimed Area (Ha)	Digitised Area (Ha)	Net Area (Ha)
1	GPC 3	Farmer	9.86	9.95	9.95

One Item Found

BackFirst Instalment

This screen will show the Pre Approval details for the selected contract.

If this is the current stage for the contact, this is the screen the user will be navigated to if they enter an applicant's **Contract Number** on the **Agent Home** page.

Details shown in the **Heading** include

- Contract Number
- Client Number
- Client Name(s)
- Approved Forester
- Agency Name.

Details shown in the **Application Details section** includes

- Scheme
- Stage
- Area
- Date received
- Date Advertised
- A / B Case
- Contract Status
- Date Approved
- Expiration of Approval

Details shown in the **Inspection Details** section includes (if referred)

- District Inspector name
- Certifying Inspector name
- Inspection type
- Date referred to inspector
- Date inspected
- Date Certified
- Certification
- Certification Details
 - Details will only show for
 - i) Approved with Conditions – (Conditions 1 & 2 are **Free-Text** fields entered by the inspector, conditions 3-5 is pre-defined text)
 - ii) Refused - (Reasons 1-6)

Details shown in **Referral Details** section (once referred)

- Prescribed Body
- Date of Referral
- Response received
- Response Date

Details shown in **Site and Plot Details** includes (once entered)

- Plot Number
- GPC
- Premium Status
- Claimed Area
- Digitised Area
- Net Area

Options available are

- **First Instalment-** will bring you to the First Instalment screen if appropriate.
- **Back** - will return you to the contract list page.

First Instalment Details (Afforestation)

Figure 10. 1st Instalment Details



Authorised Foresters:
Agency Name:

DAMIEN LINEHAN
COILLTE TEORANTA

Client Name:
Client Number:
Contract Number:

JEREMIAH AUSTIN
FO103781G
CN48140

[Home](#) [Find Contract](#) [Client List](#) [Contact Us](#) [Help](#) [Forms](#) [Logout](#)

Application Details: First Installment

Scheme	Afforestation	Stage	First Instalment	Area (Ha)	8.69
Date Received	02/07/2009	Date Work Completed	01/05/2008		
Contract Status	Awaiting Approval	Date Approved			

Inspection Details

District Inspector John Parke

Inspection Type	Date Referred	Date Inspected	Date Certified	Certifying Inspector	Certification
First Instalment	08/09/2008	-	08/09/2008	Fiona O'Hanlon	Payment on Revised Area
First Instalment	08/09/2008	-	08/09/2008	Fiona O'Hanlon	Payment

Total No. of Items: 2

Site and Plot Details

Plot No	GPC	Premium Status	Claimed Area (Ha)	Digitised Area (Ha)	Net Area (Ha)
1	GPC 3	Farmer	9.8	8.69	8.69

One Item Found

Payment Details

No Payment Details

[Back](#) [Pre-Approval](#)

This screen will show the 1st Instalment details for the selected contract.

If this is the current stage for the contact, this is the screen the user will be navigated to if they enter an applicant's **Contract Number** on the **Agent Home** page.

Details shown in the **Heading** includes

- Contract Number
- Client number
- Client Name(s)
- Approved Forester
- Agency Name

Details shown in the **Application Details** section includes

- Scheme
- Stage
- Area
- Date received
- Date Advertised

- A / B Case
- Contract Status
- Date Approved

Details shown in **Site and Plot Details** section includes (once entered)

- Plot Number
- GPC
- Premium Status
- Claimed Area
- Digitised Area
- Net Area

Details shown **Payment Details** includes (once HEO approved)

- First Grant Payment Amount
- Payment Date

Options available are

- **Pre Approval** - will bring you to the Pre-Approval screen.
- **Back** - will return you to the contract list page.

Screens for FEPs, NWS and Roads

FEPs

The FEPs Screens are similar in most parts to the Afforestation Screen.

The differences are as follows-

Application Details -

- Scheme type – This will say FEPs
- REPs Status – This will give the Forest Owners REPs status and will either be Pending or Member
- Farm size- This will give the size of the Forest Owners farm

Native Woodland Establishment

The Native Woodland Establishment Screens is similar in most parts to the Afforestation Screen.

The differences are as follows-

Application Details -

- Scheme type – This will say Native Woodland Establishment

Roads Pre- approval Details

The Forest Roads Screen is similar in most parts to the Afforestation Screen.

The differences are as follows-

Application Details -

- Scheme type – This will say Roads

Replacing the Sites and Plots section will be a section called Roads Details-

Details shown in the **Roads Details** section include –

- Road Type
- Length
- Area Serviced
- Density
- Estimated Cost
- Costs Description

Appendix A - List of Approval Statuses

Main Statuses

	Description
Received	Contract received in the Dept
Scanned	Forms scanned onto iforis system
Digitization Required	Contract Requires digitisation
Digitized	Contract Digitised
Referred to Inspector	Contract with Inspector
Referred to Grade 1 Insp	Contract with Grade 1 Inspector
Payment Pending	Contract with Admin Staff for Approval
Approved	Contract Approved
Refused	Contract Refused
Withdrawn	Contract Withdrawn
Approval Letter Sent	
Refusal Letter Sent	

Other Statuses

Approved Reduced Area
Approved with Conditions
Approved with Remedial
First Instalment Approved
Under Appeal
Under Query - Remedial
Digitization-Under Query

Appendix B – Security Policy for Usernames and Passwords

1. Usernames (AGR numbers) -

Usernames are issued to allow Approved Foresters access to the Department of Agriculture, Fisheries and Food Forestry Computer Systems. The usernames, passwords and PUK are issued and maintained by the I.T. Security Unit, part of the Information Systems Division of the Department. **Each username is a personal identifier, for use only by the person to whom it is issued and must not be used by anyone else.** The username of each user is stored on the Forestry database for each transaction carried out by that user. This transaction information, called an audit trail, can be used if necessary by the I.T. Security Unit to trace the individual responsible for each transaction on the Forestry database.

2. Passwords -

A Password is the main protection against unauthorized access to computer files and **should never be revealed to anyone, not even to close colleagues.** Revealing a password permits others to act on your behalf without your knowledge or consent and could result in unauthorized access to the Department's files or data. Any known or suspected compromise of a username or password must be reported to Forest Service Help Desk 053 9163400 immediately.

3. Safeguards -

Sharing Usernames and Passwords is not permitted as it undermines the Department's computer security. It should be borne in mind that the audit trail will always lead any investigation back to the person assigned the Username. If an individual knows of your Logon ID and password, you could be held accountable for any actions that that individual undertakes while using your Username.

The built-in safeguards on the computer systems include:

- Approved Foresters are automatically prompted to change their password every 30 days, but anyone wishing to do so more often should contact the Forest Service Help Desk at 053 9163400
- Password guidelines
 - The password must be *at least 6* characters long.
 - The password must include *at least one* alphabetic character (lowercase or UPPERCASE).
 - The password must include *at least one* special character; such characters are ! % & * () @ # ? < >
 - The password must include *at least one* number (0 to 9).
 - The password must **not** include your first name.
 - The password must **not** include your surname.

- The computer holds a record of your recent passwords so that a password cannot be simply repeated when it is due to be changed.
- Users are advised against using obvious passwords, such as “Password”, family names, or a favourite sports team, which can be easily guessed.

4. Logging in

The login page for access to the Forestry Systems is

<https://www.agriculture.gov.ie/ssoauthagfood/agent.jsp>

5. Logging out

Users should use the Logout option on the system when they are finished. The system automatically times out after 30 minutes of inactivity.

6. Confidentiality of Departmental data

All users are reminded of their obligations under the Data Protection Act that any data they access on the Department’s computer system must be treated as confidential, and not disclosed to anyone. Users should also be aware that all information stored on the Department’s computer systems is the property of the Department. The Department retains the right to access this information as required and therefore all files held on computer are liable to inspection to ensure compliance with policy. However, the contents of this information will not be accessed or disclosed other than for security purposes or where a breach of these rules has occurred, or as required by law.

7. Standard Application Forms for access

The Forest Service is responsible for administering the various application forms for access to the Forestry Systems. The forms are available on the Departments WEB site at <http://www.agriculture.gov.ie/index.jsp?file=forestry/pages/forms.xml> and any Approved Forester that needs access should complete the appropriate form and return to the Forest Service Help Desk at the address on the form.

When a user no longer needs access or leaves the Forestry Company he/she must contact the Forest Service Help Desk to have access revoked.

8. Contacting Forest Service Help Desk

The Forest Service Help Desk can be reached by telephoning 053 9163400. The Forest Service Help Desk will help users with password violations, lost passwords, PUK problems or any other problems accessing the Forestry Systems.